



# **COUNTY OF PLACER CIVIL SERVICE COMMISSION**

**March 12, 2001**

## **CIVIL SERVICE COMMISSION**

SYLVIA BESANA, Chair  
RICHARD COSTIGAN, III  
RON LE DOUX, Vice Chair  
WILLIAM STOCKWIN  
JAMES WEBBER

Nancy Nittler, Personnel Director  
Carol Braun, Executive Secretary

## **MINUTES 5:30 P.M.**

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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5:10 PM      ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Besana presiding.

### **CLOSED SESSION:**

5:15 PM      Review of Recommended Merit Increases

### **OPEN SESSION - 5:30 PM**

- I.    **CLOSED SESSION REPORT:** Chairman Besana announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Webber and seconded by Stockwin that the merit increases be approved as recommended by the departments. One was denied and to be returned in 90 days. Motion carried unanimously.
- II.   **AGENDA APPROVAL:** It was moved by Stockwin and seconded by LeDoux to approve the agenda. Motion carried unanimously.
- III.   **MINUTES OF PREVIOUS MEETING:** Moved by Stockwin and seconded by Webber that the minutes of February 13, 2001, be approved. Motion carried unanimously.
- IV.   **PUBLIC COMMENTS:** None

V. OLD BUSINESS

VI. NEW BUSINESS

A. Reclassification Request.

1. Health and Human Services

It was moved by LeDoux and seconded by Webber to approve the reclassification of two Administrative Clerk-Entry/Journey positions , range 32.0 to Senior Administrative Clerk, range 34.0 and to non-competitively promote the incumbents pursuant to 3.08.040. . Motion carried unanimously.

B. Reclassification Request

1. District Attorney

It was moved by Webber and seconded by Stockwin to approve the reclassification of one Senior Deputy District Attorney, range 55.0 to Supervising Deputy District Attorney, (unclassified service) range 59.5. Motion carried unanimously.

C. Reclassification Request

1. Sheriff's Department

It was moved by Webber and seconded by Costigan to approve the reclassification of one Secretary, range 32.5 to Administrative Secretary, range 36.5. Motion carried unanimously.

D. Reclassification Request

1. Child Support Services

It was moved by LeDoux and seconded by Stockwin to approve the reclassification of one Compliance Review Specialist, range 37.5 to Senior Child Support Specialist, range 38.0 and to non-competitively promote the incumbent pursuant to 3.08.040. Motion carried unanimously.

E. Reclassification Request

1. Facility Services

It was moved by Stockwin and seconded by Webber to approve the reclassification of one Accountant-Auditor I/II, range 42.5 to Administrative Services Officer, I/II, range 47.5. Motion carried unanimously.

It was moved by LeDoux and seconded by Stockwin to approve the reclassification of one Building Crafts Mechanic, range 39.0 to Senior Building Crafts Mechanic, range 41.0. Motion carried unanimously.

F. Leave of Absence Extension

1. Public Works

It was moved by Webber and seconded by LeDoux to approve the leave extension through September 18, 2001. Motion carried unanimously.

G. Retroactive Work Out of Class.

HHS

It was moved by Webber and seconded by Cositgan to approve the retroactive work out of class as recommended by the department. Motion carried unanimously.

H. Work Out of Class

It was moved by LeDoux and seconded by Stockwin to approve the work out of class extensions as listed in the staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

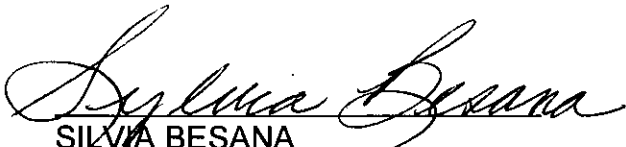
VIII. COMMUNICATIONS

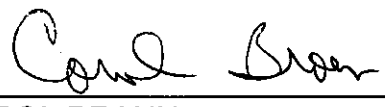
A. Provisional Appointments - Two

B. Staff Reports and Correspondence - None

IX. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 5:30 PM, on Monday, April 9, 2001, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

  
SILVIA BESANA  
CHAIRMAN

  
CAROL BRAUN  
EXECUTIVE SECRETARY